

**DEC 14, 1996**

**MEMORANDUM FOR THE COMPONENT ACQUISITION EXECUTIVES**

**Subject: Electronic Access to Acquisition Reform Information and Training Materials**

I ask each of you to join me in a commitment to bring our acquisition workforce on-line now. We all knew from the start that the ultimate success of acquisition reform would depend on an informed and fully trained workforce. Personal communication and formal distribution of revised guidance materials are essential, but by themselves not sufficient to reach everyone in a timely way. Therefore, we rely heavily on electronic means. The Acquisition Deskbook is on CD-ROM; AR Now goes out by e-mail; training is given by satellite and video tape; and we post everything from policy to metrics on the World Wide Web (WWW).

In spite of the large installed base of information technology in acquisition organizations, I don't think we have the entire acquisition workforce in the electronic age of the late-1990's. Our ability to reach everyone electronically, in a "user friendly" manner (i.e., at their desktop), remains an elusive but important goal. We must give them access to an effective CD-ROM and WWW capability in their offices, at their desks, and conveniently as a normal work process. Our dedicated acquisition workforce professionals need the ability to receive and send e-mail messages; have usable access to the Web and CD-ROM capability.

I believe full capability will entail the following:

- Hardware and software that fully supports individual use of the WWW and CD-Rom.
- Unimpeded, reliable access to the WWW down to the individual level.
- Ability to connect and transfer data at rates sufficient to support ready use of the web.
- A command policy of individual access to the net (consistent with security needs).

Here are three simple tests for each member of the workforce to do in their own workspace, which will tell us how well we are doing:

- Do you get AR Now by e-mail? (See attached fact sheet.)
- Can you reach <http://www.acq.osd.mil/ar/> on the Web and download documents?
- Can you use the Acquisition Deskbook CD-ROM? (See attached fact sheet.)

Our goal is to provide electronic access to everyone. Rather than attempt to identify who does or does not have what particular capability, I would ask that you identify to me any impediments you see to implementing this goal with a proposed deadline of March 1, 1997. Also, please tell me in quantifiable terms your plan and timetable for bringing everyone fully on line. If resources are a problem, specifically identify them. I look forward to working together with you to ensure our acquisition

workforce receives all the information, educational and training materials they need. I look forward to receiving your reply.

I would also remind everyone of the DUSD(AR) memorandum, Continuing Acquisition Education and Training for Acquisition Workforce Members - Interim Policy, dated, August 7, 1996. This policy establishes a requirement for 40 hours (minimum) of continuing education per certified acquisition professional. At least in FY97, we expect this education and training to be organized at the local level in a more informal manner than classroom training. This is consistent with our conclusion that education and training must be a priority at all levels of the workforce. Additionally, management must actively lead and participate in structuring an effective education and training program. We should not focus such a program on classroom training, but rather on innovative and informal means of stimulating thinking about acquisition problems while learning about new tools and approaches. Sessions might take the form of a "town hall meeting" or a discussion over a brown-bag lunch, after viewing a portion of a videotape, or a discussion on a given topic lead by a member of a team or other expert. The emphasis of these sessions should be on learning together, as integrated teams with all functional organizations that have a say in the acquisition process and our industry partners.

**/Signed/**

**Paul G. Kaminski**

## ***Hardware and Software Required to Install the Defense Acquisition Deskbook***

**386 Class PC (20 MHz), 4 MB RAM  
Recommend a 486 Class PC with 8 MB RAM  
110 MB Free Disk Space (After Removal of Previous Version)  
CD ROM Drive or LAN Connectivity  
VGA Color Monitor (Recommend a Super VGA)  
Mouse  
DOD 4.01 (or greater)  
MS Windows 3.1 (or greater)  
Compatible with Windows 95**

**Defense Acquisition Deskbook  
Joint Program Office  
(513) 255-0416, voice  
(513) 255-4102 fax  
785-xxxx, DSN  
deskbook@deskbook.osd.mil (e-mail)  
<http://deskbook.osd.mil> (Web)**

### ***AR NOW***

**AR Now is an electronic mail tip sheet from the Office of the Deputy Under Secretary of Defense for Acquisition Reform designed to give you a "heads-up" on important acquisition reform events/activities. It is sent via your components which redistribute the e-mail. To subscribe directly, send a message to: [majordomo@acq.osd.mil](mailto:majordomo@acq.osd.mil) and in the body, type: subscribe ar-now. If you have subscribed and have not received notification of acceptance within 24 hours, send an e-mail to: [info-now@acq.osd.mil](mailto:info-now@acq.osd.mil) or call 1-800-811-4869.**